

To Receive Community-Service Volunteer Hours for School

Regional Animal Services of King County
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While RASKC is pleased to provide verification of community service hours to volunteers in good standing, **it is completely your responsibility to provide the following information to the Volunteer Program Manager (VPM) in a timely way**, as follows:

If you work as a shelter helper for community-service hours...

- If you work on a day that the Volunteer Program Manager is working, you must check in with her when you start your shift & when you end your shift. If she is not available, you must get an officer to sign your timesheet for your start time and your end time.
- If you work more than four hours on any day as a shelter helper, you must detail the work you did along with the times and locations (e.g., from 1-3pm folding towels in the Cat Building, 3- 5:30pm preparing cat-food trays in the breezeway)

Do the following each time you need community service hours verified...

1. Provide a “heads up” to the Volunteer Program Manager (VPM) by email to sarah.luthens@kingcounty.gov and phone call (206-296-3946) **between 5- 10 days before you need paperwork submitted to school officials.** And again two days prior to the deadline.

- Include in this reminder when the verification is needed and where it needs to be emailed (e.g., to yourself or a school official). Provide the relevant email addresses.
- Note that the VPM does not work on Sundays or Mondays.

2. Photocopy of your volunteer timesheet(s) with the hours tallied and place it under the VPM's door (or hand to her). You may use RASKC's copy machine.

- Include on the timesheet any RASKC trainings and their approximate date, including volunteer orientation, that you took in the relevant time period.

3. If the VPM is not available (e.g., sick day) on a deadline day you need verification of your hours...

- You may ask an Animal Control Officer, Shelter Sergeant, or Operations Manager to sign your paperwork.
- If that occurs, it is very important that you submit a photocopy of that verification to the VPM right away by placing it under the VPM's door in the Cat Adoption Building. Also email the VPM with this information within a day of receiving the signature.

4. If you submit a form that the VPM (or any other RASKC representative signs), then it is your responsibility to make a copy of the signed form and give it to the VPM. If the school calls to verify your hours, the VPM will provide verification only if you have submitted a copy of the signed form to her.

Timesheets are the property of RASKC. You are not allowed to take the original timesheets with you to school (or anywhere else). You are allowed, however, to make copies of your timesheets on the copier near the lunchroom (not the copier near the front counter).

Note: Hours spent in volunteer training count toward your community service hours. It is your responsibility to note the training hours on your timesheet.

The VPM relies on your following these guidelines each time you need community service hours. She will not begin to process the paperwork until she has received a timely reminder from you.

All RASKC volunteers are expected to contribute at least 50 hours within six months. By accepting advanced training from RASKC, you are making a solid commitment to meeting this expectation.

If you do not conform to these guidelines or if you do not fully complete & submit the attached paperwork to the VPM in a timely fashion, your verification may not be processed.